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ABSTRACT

This resource guide, one of a series of annotated bibliographies describing the collection of the lending library of the Vocational Special Needs (VSN) Program at Texas A&M University, lists available materials dealing with marketing and distributive education. Covered in the individual sections of the guide are the following topics: instructional materials, information for teachers, research reports, resource directories, and helpful general resources. Each citation includes information concerning the author, title, and publisher of the work; its VSN accession number; and a brief abstract detailing its contents. (MN)

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VOCATIONAL SPECIAL NEEDS LENDING LIBRARY

Marketing and Distributive Education Materials

A Resource Guide

Edited by:

Marilyn R. Kok

The Vocational Special Needs Program
Texas A&M Unviersity

Support for this project was provided by
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1984

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For over five years, the Vocational Special Needs Program at Texas A&M University has offered a lending library of materials to educators in Texas who desire information on the vocational needs and preparation of special education students. In 1981, the library was computerized, simplifying access and increasing the library's popularity. A complete Catalog of Holdings was published in 1981, with supplements each year. Our subscribers (and we encourage any educator in Texas to become one) have begun to ask for more specialized and more "user-friendly" resource guides. We are responding with this series of manuals.

Guides in the series will address the following topics:

Agricultural Education Materials
Assessment Materials
Audio-Visual Materials
Employment-Related Instructional Materials
Health Education Materials
Homemaking Materials
Industrial Education Materials
Limited English Proficiency Materials
Marketing and Distributive Education Materials
Office Education Materials
Prevocational Instructional Materials

We hope these resource guides will encourage more subscribers to the library. We are currently acquiring many software packages for teachers to use in computer-assisted instruction, but remain interested in hearing about any resources you can recommend to us. Please contact us if our library can be of any assistanc to you.

The Vocational Special Needs Program
College of Education
Texas A&M University
College Station, Texas 77843-3256
409-845-2444

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INSTRUCTIONAL MATERIALS

Anderson, Linda Kirkpatrick. Food Service Marketing. Austin: University of Texas, Center for Occupational Curriculum Development, 1982. VSN# 02129.

Though written for regular students, this publication nevertheless will help marketing teachers by providing information on marketing, and by suggesting activities and materials that could be adapted for students with lesser reading abilities. An answer book accompanies the text (VSN# 02130).

Anema, Durlynn. Don't Get Fired: 13 Ways to Hold Your Job. Hayward, CA: Janus Book Publishers, 1981. VSN# 01639.

A student textbook, this has 13 units on topics such as being on time, following directions, and other ways to succeed on the job. Each unit has a brief reading section and several exercises. The book concludes with a review section.

Anema, Durlynn. Get Hired: 13 Ways to Get A Job. Hayward, CA: Janus Book Publishers, 1981. VSN# 01640.

Like the textbook above, this has 13 units on topics such as putting talent to work, following interests, and others on how to get a job. Each unit has a reading section and exercises and the book concludes with a review section.

Antill, Gene, Karla Back, Icy Thomas, and Ben Turner. Marketing and D.E.: Curriculum Guide for Special Needs Students in Pre-Employment Lab & D.E., General Marketing (Vol. 1). Houston: Houston Independent School District, 1980. VSN# 01724

Dyer, Lee W. Merchandising In Action. New York: Progressive Grocer Magazine, 1972. VSN# 02132

A textbook written for secondary students.

Fearon Pitman Publishers. Job Tips. Belmont, Ca: Author, 1979.

These brief pamphlets (8 pages each) describe a variety of jobs, giving a description, what students should know about the job, how to get on-the-job training, what classes to take in preparation, how to find a job, how much the job will pay, people to see about the job and much more. The book, Facts About Exciting Job Opportunities (VSN# 02295) is a guide for teachers and

counselors using the books. The following pamphlets address marketing jobs:

Warehouse Worker VSN# 02303
Shipping and Receiving Clerk's Helper VSN# 02304
Pharmacy Assistant VSN# 02305
Local Truck Driver VSN# 02306
Stock Clerk VSN# 02307

Glasner, Lynne and Merilyn Thypin. Until Joe Comes Back. Belmont, CA: Pitman Publishers, 1976. VSN# 02342.

A simple reader for students with low reading skills, this book describes one student's experiences finding a job and working as a supermarket stock clerk. Each page has a large black-and-white photograph and the book concludes with a picture dictionary. Audio Tape Cassettes accompany the text (VSN# 02347).

Hoffman, Linda P. A New Look at an Old Skill: Reading in the Vocational Classroom. Columbus: Ohio State University, Vocational Instructional Materials Laboratory, 1982. VSN# 02038.

This textbook, packed with exercises for students, is designed to provide reading exercises related to vocational subjects. Several address marketing-related occupations.

Jew, Wing and Robert Tong. Janus Job Interview Kit. Hayward, CA: Janus Book Publishers, 1981. VSN# 01635.

A very popular kit, this has 30 8" X 11" cards, each with a large black-and-white photograph on one side representing an entry-level job, with a job description, interview situation, opening remarks, interview questions, and closing remarks on the other side. Teachers show students the photograph while using the instructions and questions on the other side to give a mock interview to students. The kit also includes a Job Ticket Book in which each ticket describes one of the 30 jobs and which teachers can use when assigning the interviews, and a Teacher's Guide. Several of the jobs are specifically marketing related.

Jones, Betty Ann. Auto Parts Counterman: Distributive Education Curriculum Bulletin. Houston: Houston Independent School District, 1978. VSN# 01700

A curriculum outline with basic competencies, suggested activities, and references for a one-year course of study. Prepared for regular students.

Klewer, Edwin D. Fast Food Marketing. Austin: Center for Occupational Curriculum Development, University of Texas, 1982. VSN# 02143

Written for regular students, so useful primarily with students with adequate reading skills, this book gives 26 assignments related to marketing fast foods. Each assignment lists objectives, information, questions, and a short list of important things to know. For students with lower reading skills, teachers could adapt the materials. An answer book (VSN# 02144) comes with the book.

Kumar, Vasant. The CAP Approach to Modifying Vocational Programs for Handicapped Students: Business/Office with an Approach to Telephone Usage. Madison: Wisconsin Vocational Studies Center, University of Wisconsin-Madison, 1979. VSN# 00719

Each page of this workbook, which describes using the telephone, has a large black-and-white photograph and brief instructions for the student to follow. Teachers can either use this material or use it as a guide for developing similar materials for students with special learning needs.

Livingstone, Arnold. Janus Job Interview Guide. Hayward, CA: Janus Book Publishers, 1981. VSN# 01638.

This book for students describes 16 interviews, each for a different kind of job (several on marketing-related work), with student exercises for each.

Luter, Robert R. Grocery Merchandising. Austin: University of Texas, 1977. VSN# 02134

Written for regular students, this book has 25 assignments related to grocery merchandising, and includes a large section of ideas for merchandising. An answer book comes with it (VSN# 02133).

Olson, Lucretia. General Merchandising. Austin: University of Texas, 1979. VSN# 02135

This has 17 assignments related to communications, human relations, receiving and other topics on general merchandising. Though written for regular students, the information could be adapted for students with limited reading ability. An answer book (VSN# 02136) accompanies the text.

Oppelt, J.A. A Curriculum Guide for Distributive Education Programs in North East Independent School District. San Antonio: North East Independent School District, 1978. VSN# 01019

This curriculum guide was created as a basis for M&DE classes, and covers a variety of topics. The outline includes behavioral objectives, instructional topics, suggested activities and resource materials. The units are sequenced.

Parsky, Larry M. Cafeteria Restaurants. Johnstown, PA: Mafex Associates, 1982. VSN# 02192.

A text for special education students to use, this provides math exercises related to work skills necessary in cafeteria work, including preparing a cash register report, working in a school cafeteria, and more. A teacher guide (VSN# 02193) accompanies the text.

Parsky, Larry M. Fast-Food and Carryout Restaurants. Johnstown, PA: Mafex Associates, 1982. VSN# 02190.

This text for special education students includes numerous math worksheets related to tasks necessary for working in fast-food and carryout restaurants, among them using a carryout menu, working as a cashier, and many more. A teacher guide (VSN# 02191) accompanies the text.

Reeves, Jo Ann. Applied Arithmetic for Distribution. Austin: University of Texas, 1976. VSN# 02141

This instructional book includes objectives, information, activities, and important information. Written for regular students, it will need to be modified for students with limited reading ability. An answer book accompanies the text (VSN# 02142).

Reynolds, M. Leroy (Dir.), Ronald J. Lutz, Cleo B. Johnson, and L. Allen Phelps. Cluster Guide: Manufacturing. Mt. Pleasant, Michigan: Michigan Dept. of Education, Vocational and Career Development Service, n.d. VSN 01210

This curriculum guide includes task analysis information on manufacturing, instructional task modules, and an instructional materials bibliography. The guide is written specifically for students with special learning needs.

Reynolds, M. Leroy (Dir.). Office and Business Occupations. Mt. Pleasant: Central Michigan University, 1976. VSN# 01211

This curriculum guide follows the same format as the one above.

Samples, Jean A. Huggett. Marketing and Distributive Education: Curriculum Bulletins. Houston: Houston Independent School District, 1980.

These guides were developed during three years of writing, field-testing and revisions. Though written for regular students, the material is presented in such a way that teachers will be able to modify the curriculum to fit individual students' needs. Each unit includes competencies to be developed, references to be used, equipment and supplies, general comments to the instructor, as well as topics and activities matched to the performance objectives desired. The library has the following volumes in the series:

Fashion Retailing: Apparel, Accessories, Home Furnishings (Part 1: VSN# 01651, Part 2: VSN# 01652)
Finance and Credit (Part 1: VSN# 01650, Part 2: VSN# 01649, Part 3: 01648)

Stanislaus County Department of Education. The Job Box. Belmont, CA: Fearon-Pitman, 1978. VSN# 01859.

A career exploration training kit, this includes a unit related to marketing, among others. A student workbook comes with the kit.

Stevens, Larry. Jobs That Use Math. Stockton: Stevens and Shea Publishers, 1979. VSN# 01811

This kit includes four parts: (1) a teacher's guide, (2) a student's guide, (3) an exercise book, and (4) a series of booklets related to specific jobs. All booklets are illustrated, simply written, and well laid out for use by special education students in vocational classes.

Swanson, Fern Talent. Career Exploration in Filing. Red Oak, IA: Project Discovery, Southwest Iowa Learning Resources Center, 1974. VSN# 01384

This kit includes instructions for students on filing alphabetically, by subject, chronologically, numerically, and geographically. The kit includes one instruction booklet—simply written and colorfully presented—and six groups of index cards.

INFORMATION AND MATERIALS FOR TEACHERS

Adams, Allene. And Now . . . A Word for Our Sponsors. Austin: University of Texas, 1980. VSN# 02140

A brief pamphlet that teachers can use with students' sponsors explaining the cooperative program (developed for use with regular students).

Albright, Leonard and Geraldine Markel. Vocational Evaluation of the Handicapped: Perspectives on Program Evaluation. Urbana-Champaign: University of Illinois, Office of Career Development for Special Populations, 1982. VSN# 01984

This resource describes a three-phase process of evaluation: (1) planning, (2) process, and (3) impact evaluation. The book also offers other considerations and observations.

Antonellis, Gerard P. and George B. James. Cross Discipline Planning. Salt Lake City: Olympus Publishing Co., 1973. VSN# 00060

This booklet describes how teachers from different disciplines can work together for a cohesive career education program for students with special needs.

Appleby, Judith. Training Problems and Placement Services: Vocational Training and Placement of the Severely Handicapped. Salt Lake City: Olympus Publishing Co., 1978. VSN# 00062

This handbook lists nationwide 152 different programs for severely handicapped individuals, some of which involve marketing education.

Becker, R. L. Revised Reading-Free Vocational Interest Inventory. Columbus, Ohio: Elbern Publications, 1981. VSN# 01905

This manual offers complete descriptions of the inventory and instructions for use.

Blue, James L. A Handbook for Supervisors of the Disadvantaged. Olympia, WA: State of Washington, Coordinating Council for Occupational Education, 1968. VSN# 00131

This handbook was designed to serve as a guide for supervisors of disadvantaged individuals. It includes three sections: one on supervisory responsibilities and techniques, one on barriers and solutions when working with disadvantaged persons, and one on methods for reducing barriers to working with the disadvantaged. A teacher's guide (VSN# 00132) accompanies the text for those who want to use the materials in inservice activities.

Bradley, Curtis H. and Joan E. Friedburg. Vocational Training for LEP's: Ten Tips for Teachers. Baltimore, MD: Center for Applied Linguistics, 1983. VSN# 02362

A filmstrip and cassette with information for teachers who will be working with students with limited English profiency in vocational classes.

Bradley, Curtis H. and Joan E. Friedburg. Foundations and Strategies for Bilingual Vocational Education. Washington, D.C.: Center for Applied Linguistics, 1982. VSN# 02370

General information for vocational teachers on working with students who have limited English proficiency.

Brolin, Donn E. (ED). Life Centered Career Education: A Competency-Based Approach. Reston, VA: Council for Exceptional Children, 1978. VSN# 00167.

This book describes the competencies handicapped students need, with methods and suggestions for teaching those competencies. A Teacher's Guide (VSN# 00173) accompanies the text.

Brolin, Donn E. Vocational Preparation of Retarded Citizens. Columbus, OH: Charles E. Merrill Publishing Company, 1976. VSN# 00169

A complete textbook on the vocational preparation of retarded adolescents, this covers choice of educational program, curriculum revision, special needs, and more.

Carter, Robert T. (Dir.) All You Ever Wanted to Know About Special Needs But Didn't Know Who to Ask. Montgomery, AL: Alabama St. Dept. of Education, 1980. VSN# 02106

A description of one state's policies, including information on legislation, set-aside funds, disadvantaged students, handicapped students, programs, and questions and answers.

Carter, Robert T. (Dir.). Guidelines for Vocational Placement, Assessment and Training of the Handicapped. Montgomery, AL: Alabama St. Dept. of Education, 1981. VSN# 02107

This book offers guidelines for program placement, occupational assessment, and vocational training of handicapped students.

Finch, Curtis R. and John R. Crunkilton. Curriculum Development in Vocational and Technical Education: Planning, Content and Implementation. Boston: Allyn & Bacon, 1979. VSN# 00430

This textbook contains principles, strategies, and practical guidelines for planning, developing, and implementing a successful vocational and technical educational curriculum. Teachers developing special curriculum for handicapped students could use this book.

Giachino, Joseph W. and Ralph O. Gallington. Course Construction in Industrial Arts, Vocational and Technical Education. Alsip, IL: American Technical Publishers, 1977. VSN# 02067

A textbook on curriculum development in vocational education programs.

Ianacone, Robert, et. al. Vocational Education for the Handicapped: Perspectives on Vocational Assessment. Champaign: University of Illinois, Office of Career Dev. for Special Populations, 1982. VSN# 01987

This book describes the state-of-the-art of vocational assessment, including personnel development for assessment and delivery models.

Mager, Robert F. and Kenneth M. Beach, Jr. Developing Vocational Instruction. Belmont, CA: Fearon Pitman, 1967. VSN# 02238

In 14 brief chapters, the authors describe steps teachers need to take when developing vocational instruction. This book offers a succinct, easily understood, simple-to-read resource for homemaking teachers who are developing curriculum.

Pati, Gopal, John I. Adkins, Jr., and Glenn Morrison. Managing and Employing the Handicapped: The Untapped Potential. Lake Forest, IL: Brace-Park, 1981. VSN# 01970.

This book offers some practical, good business reasons for employing handicapped individuals. The book can give marketing teachers excellent information on dealing with employers of handicapped students, on services, the legal framework, recruitment, and more.

Wehman, Paul. Competitive Employment: New Horizons for Severely Disabled Individuals. Baltimore: Paul H. Brookes Pubs., 1981. VSN# 01552

This book offers a great deal of information on the employment of severely disabled individuals, including assessment of their employability, training models, placement processes, job retention, other people's perceptions, nonvocational skills, model programs, and more.

RESEARCH REPORTS

Cameron, Carl T. Entry Level Skills Criteria Project. Columbia, MO: University of Missouri, 1981. VSN# 01771

Heaney, Barbara Walsh. Analysis of Handicapped Youths' Need for Vocational Training Programs (Final Report). Hartford, Conn.: Connecticut State Department of Education, Division of Vocational Education Research and Planning Unit, 1974. VSN# 00556

This report describes vocational training of handicapped adolescents in Connecticut.

Kienast, Kay E. and Bill E. Lovelace. Vocational Education Personnel Development Needs for Working with the Handicapped. Richardson, TX: Educational Innovators, Inc., 1981. VSN# 01753

This book reports the results of a needs assessment of vocational teachers and vocational teacher educators, to inform readers of personnel development needs.

RESOURCE DIRECTORIES

All of the following directories list materials for use with special education students in homemaking classes.

Beyhmer, Jo, Kim A. Heithoff, and Carla Krits. Resource Directory for Vocational Professionals Working with Special Needs Students. Columbia: Practical Arts & Vocational Technical Education, University of Missouri, n.d. VSN# 02372

Educational Resources In Education. Search on Handicapped., Washington, D.C.: Department of Education, Resources Information Center, n.d. VSN# 00380

Herring, Don, Ed. Career Information and Dissemination Techniques: A Resource Guide. Austin: Texas Education Agency, 1973. VSN# 00563

Herschbach, Dennis R. et. al. Cooperative Work Experience: An Annotated Resource Guide for Teachers of the Handicapped (2 vols.). College Park: University of Maryland, Department of Industrial Education, 1976. VSN# 00566

Herschbach, Dennis R. Teaching Special Needs Students: Selected Resources from Vocational Teachers and Teacher Educators. College Park: Dept. of Industrial Education, University of Maryland, 1977. VSN# 00564

Hill, Carol L. Vocational Instructional Materials for Vocational Business and Office Education Available from Federal Agencies. Washington, D.C.: Human Resources Management, Inc., 1980. VSN# 00571

Hill, Carol L. Vocational Instructional Materials for Vocational Marketing and Distributive Education Available from Federal Agencies. Washington, D.C.: Human Resources Management, Inc., 1980. VSN# 00572

Illinois Network of Exemplary Occupational Education Programs for Handicapped and Disadvantaged Students. Technical Assistance and Dissemination System: Illinois Special Needs Populations. Normal: Illinois State University, Handicapped and Disadvantaged Project, 1979. VSN# 00599

Lambert, Roger, et. al. Vocational Education Resource Materials: A Bibliography of Materials for Handicapped and Special Education. Madison: University of Wisconsin, Center for Studies in Vocational and Technical Education, 1975. VSN# 00727

Lambert, Roger, et. al. Vocational Education Resource Materials: A Bibliography of Materials for Handicapped and Special Education: Supplement to 2nd Edition. Madison: University of Wisconsin, Center for Studies in Vocational and Technical Education, 1976. VSN# 00728

Magisos, Joel J. and Kathleen A. Jezierski. Vocational Education for Special Needs Populations: An Annotated Bibliography of Articles and Reports. Columbus, OH: The Center for Vocational Education, The Ohio State University, 1977. VSN3 00794

Mangano, Michael R. and Phillip R. Foster. Vocational Curriculum Resources for Handicapped Students: A Guide To Print and Non-Print Instructional Materials. College Park: Maryland Vocational Curriculum Research and Development Center, 1979. VSN# 00800

Minnesota Instructional Materials Center. Annotated Bibliography of Prevocational-Vocational Materials for Students with Special Needs. White Bear Lake: Minnesota Department of Education, 1977. VSN# 00916

National Information Center for Special Education Materials. Master Catalog of NIMIS/NICSEM Special Education Information (Vol. 1). Los Angeles: University of Southern California, 1978. VSN# 00992

National Information Center for Special Education Materials. Master Catalog of NIMIS/NICSEM Special Education Information (Vol. 2). Los Angeles: University of Southern California, 1978. VSN# 00993

Strey, Geraldine. Competency-Based, Task- and Job-Analysis Materials in Vocational Education. Madison: University of Wisconsin, Vocational Studies Center, 1976. VSN# 01374

Towne, Douglas C. and Sydney Wallace. Vocational Instructional Materials for Students with Special Needs. Portland, Oregon: Northwest Regional Educational Laboratory, 1972. VSN# 01479

University of Texas at Austin. Instructional Materials Center: Marketing and Distributive Education Publications. Austin: Instructional Materials Center, University of Texas, 1980. VSN# 01488

HELPFUL GENERAL RESOURCES

The following resources are among the most helpful general resources in our library and we would like to recommend them for your professional reading. Among the topics covered in these books are legal considerations of providing vocational education to handicapped students, classroom management, strategies for dealing with specific handicapping conditions, and more.

Altfest, Myra (Ed.). Voational Education for Students with Special Needs: A Teacher's Handbook. Fort Collins, Colorado: Dept. of Vocational Education, Colorado State University, 1975. VSN# 00039

One of the all-time best resources, the book has sections on identifying students, learning styles, and teaching methods that are especially helpful.

Bowe, Frank. Handicapping America: Barriers to Disabled People. New York: Harper & Row, 1978. VSN# 00151

Written by the director of the American Coalition of Citizens with Disabilities, this book describes the experiences of disabled people in an easily read and very interesting style. Definitely worth reading.

Brolin, Donn E. Vocational Preparation of Persons with Handicaps. Columbus: Charles E. Merrill, 1982. VSN# 00169

A well-presented textbook with four main sections: Background, Vocational Evaluation, Vocational Development, and Program Models.

Clark, Donald L., et. al. Making Mainstreaming Work: A Handbook for Vocational Administrators. College Station, Texas: Vocational Special Needs Program, College of Education, Texas A&M University, 1979. VSN# 00234

A practical guide for educators, including many inservice activities and resources.

Connis, Richard T., Jo-Ann Sowers, and Linda E. Thompson. Training the Mentally Handicapped for Employment. VSN# 01719

This book explains how to set up a comprehensive training program for retarded students, including administrative policy, funding, skills to be trained, techniques, placement and follow-up, assessment, and much more.

Dahl, Peter R., Judith A. Appleby, and Dewey Lipe. Mainstreaming Guidebook for Vocational Educators: Teaching the Handicapped. Salt Lake City, Utah: Olympus Publishing Co., 1978. VSN# 00307

Thorough, easy-to-read, this book is a worthwhile purchase.

Halloran, William, et. al. Vocational Education for the Handicapped: Resource Guide to Federal Regulations. Out of print. VSN# 00521

This handbook describes in detail the provisions of the three most important laws affecting the vocational preparation of special needs students: The Rehabilitation Act of 1973, Section 504; The Education of the Handicapped Act; and the Vocational Education Act of 1963. It then compares the laws.

Jones, Vernon F. Adolescents with Behavior Problems: Strategies for Teaching, Counseling, and Parent Involvement. Boston: Allyn and Bacon, 1980. VSN# 01845

Useful, well-written, this book will help you understand adolescents, cope with and change their behavior, and communicate effectively with them. It has numerous activities to help adolescents learn to communicate better and has a good section on dealing with parents of adolescents with behavior problems.

Kok, Marilyn and Linda H. Parrish (Eds.). Insights Into Instruction: A Discussion of Three Handicapping Conditions for Vocational Teacher Educators. College Station, TX: Vocational Special Needs Program, College of Education, Texas A&M University, 1981. VSN# 01698

This book summarizes a conference in which special educators and vocational educators discussed the characteristics and vocational training needs of three handicapping conditions: mental retardation, learning disabilities, and emotional disturbance. The section on emotional disturbance is especially useful.

Mann, Lester, Libby Goodman, and J. Lee Wiederholt. Teaching the Learning Disabled Adolescent. Boston: Houghton Mifflin, 1978. VSN# 00801

A very complete description, if somewhat technical, of the characteristics, needs, and perspectives of adolescents with learning disabilities.

Martin, Reed. Educating Handicapped Children: The Legal Mandate. Champaign, IL: Research Press Company, 1979. VSN# 00807

A concise, well-written description of the legal supports for the education of handicapped students.

Meers, Gary D. (Ed.). Handbook of Special Vocational Needs Education. Rockville, MD: Aspen Systems Corporation, 1980. VSN# 00884

A lengthy and thorough presentation of vocational special needs. A good resource.

Miller, Sidney R. and Patrick J. Schloss. Career-Vocational Education for Handicapped Youth. Rockville, MD: Aspen Systems Corp., 1982. VSN# 01913

Another all-around useful resource.

Phelps, L. Allen and Laurie J. Batchelor. Individualized Education Programs (IEPs): A Handbook for Vocational Educators. Columbus, Ohio: National Center for Research in Vocational Education, 1979. VSN# 01051

An in-depth description of an individualized education plan, this book also describes vocational educators' role in the process.

Phillips, Linda. Barriers and Bridges. Sacramento, CA: California Advisory Council on Vocational Education, n.d. VSN# 01055

This book is especially valuable for the description of the barriers handicapped people face when seeking training, employment, and services.

Poteet, James A. Behavior Modification: A Practical Guide for Teachers. Minneapolis: Burgess Publishing Co., 1973. VSN# 01959

A short description of what must be done to set up a behavior modification system.

President's Committee on the Employment of the Handicapped. A Handbook on the Legal Rights of Handicapped People. Washington, D.C.: Superintendent of Documents, U.S. Government Printing Office, n.d. VSN# 01072

A ready reference on the legal rights related to architecture, employment, housing, transportation, and many more topics.

Twiford, Rainer. A Child with A Problem: A Guide to the Psychological Disorders of Children. Englewood Cliffs, N.J.: Prentice-Hall, 1979. VSN# 01960

Brief, easy-to-read descriptions of the psychological disorders of children.

Ward, Michael, et. al. A Workshop Manual to Increase Awareness of Handicapped People. Reston, VA: Council for Exceptional Children, n.d. VSN# 01916

Easy-to-follow, useful activities to help your audience simulate handicapping conditions.

Weisgerber, Robert (Ed.). Vocational Education: Teaching the Handicapped in Regular Classes. Reston, VA: Council for Exceptional Children, 1978. VSN# 01563

Practical, concise descriptions of the different handicapping conditions and the needs that students with these conditions might have in a vocational class.